

# REAL ESTATE DEVELOPMENT SERVICES MANAGER

Recruitment #1505-5481-001

**List Type** Exempt

**Requesting Department** DEPT OF CITY DEVELOPMENT

**Open Date** 5/19/2015

**Filing Deadline** 6/8/2015 11:59:00 PM

**HR Analyst** Lindsey O'Connor

## **INTRODUCTION**

### **THIS POSITION IS EXEMPT FROM CIVIL SERVICE**

*Appointment and continued employment is at the pleasure of the Assistant Executive Director of the Redevelopment Authority of the City of Milwaukee.*

## **PURPOSE**

The Real Estate Development Services Manager is responsible for staff and programs related to the acquisition and disposition of property for redevelopment, and oversees the maintenance, marketing and preservation of tax-foreclosed residential and commercial property, surplus municipal property, and surplus Milwaukee Public Schools property.

## **ESSENTIAL FUNCTIONS**

- Directs staff responsible for the management, maintenance, disposition, pricing, and marketing of improved and vacant property owned by the City of Milwaukee, Redevelopment Authority of the City of Milwaukee (RACM), and Milwaukee Public Schools (MPS), including tax-foreclosed commercial and residential property; surplus municipal and Milwaukee Public Schools property, and surplus public right of way.
- Assists developers, both for-profit and non-profit, to assemble and cluster City and RACM owned properties for the highest and best development use.
- Implements the intent of Redevelopment plans through the acquisition and disposition of real estate.
- Develops policies and procedures for City real estate transactions and monitors staff implementation.
- Ensures compliance with Federal regulations when Federal funds are involved in acquisition or management on behalf of the City and RACM.
- Monitors transactions for contract and performance compliance.
- Coordinates demolition of City, MPS and RACM property with Department of Neighborhood Services.
- Coordinates maintenance of vacant City and RACM property with Department of Public Works.
- Coordinates procurement of contracts with private vendors for maintenance of improved City and RACM property.
- Negotiates purchase and lease of private property for municipal purposes.
- Writes resolutions and ordinances relating to municipal real estate policy and practice for the Milwaukee Common Council and Redevelopment Authority.
- Represents real estate section in presentations to public bodies.
- Provides information and guidance to City and RACM policymakers regarding real estate matters.
- Initiates and directs cooperative activities with other local government units needing assistance of a professional real estate staff.

## ***Real Estate Development Services Manager (DCD)***

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- Manage real estate staff. Make and review assignments, establish work schedules, conduct regular staff meetings, devise process improvements, and conduct performance reviews. Establish and manage contract relationships as required to supplement staff capacity.
- Run RACM meetings when the Assistant Executive Director is absent.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

### **MINIMUM REQUIREMENTS**

- Bachelor's degree in public administration, planning, real estate, business administration or closely related field.
  - **IMPORTANT NOTE:** To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be submitted with your resume and cover letter. Resumes without transcripts attached will be considered incomplete and will be rejected.
  - **Your transcript must be legible and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed.**
- **Five** years of progressively responsible work experience in the management, marketing and sale of real estate including management of a large team of professionals. Equivalent combinations of education and experience will be considered.

### **DESIRABLE QUALIFICATIONS**

- Master's Degree in public administration, planning, real estate, business administration or other related field.

### **KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS**

- Knowledge of municipal real estate practices.
- Ability to value surplus municipal properties.
- Knowledge of management practices and principles.
- Knowledge of real estate practices such as management, maintenance, acquisition, disposition, development, pricing and marketing of properties.
- Knowledge of federal regulations regarding the use of federal funds for the acquisition or management of properties.
- Interpersonal skills to effectively work with diverse individuals at all levels of the organization.
- Communication skills to make presentations at public meetings and effectively communicate with policymakers regarding the real estate area's needs.
- Written communication skills to develop internal policies and procedures and resolutions and ordinances. Negotiation skills to effectively purchase and lease property.
- Organizational skills to plan, prioritize and delegate work within deadlines.
- Ability to represent the real estate section at public meetings.
- Ability to provide guidance to City and RACM policymakers regarding real estate matters.
- Ability to manage and ensure ongoing development of real estate professionals.

## ***Real Estate Development Services Manager (DCD)***

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- Ability to navigate a highly political environment.

### **CURRENT SALARY**

The current starting salary (PG 1HX) for City of Milwaukee residents is \$70,827 annually, and the non-resident starting salary is \$69,090. Appointment above the minimum is possible.

### **SELECTION PROCESS**

**The selection process** will be job related and will consist of one or more of the following: training and experience evaluation, written, oral or performance tests or other assessments methods. The Department of City Development reserves the right to call only the most qualified candidates to the examination. Oral examinations may include written exercises.